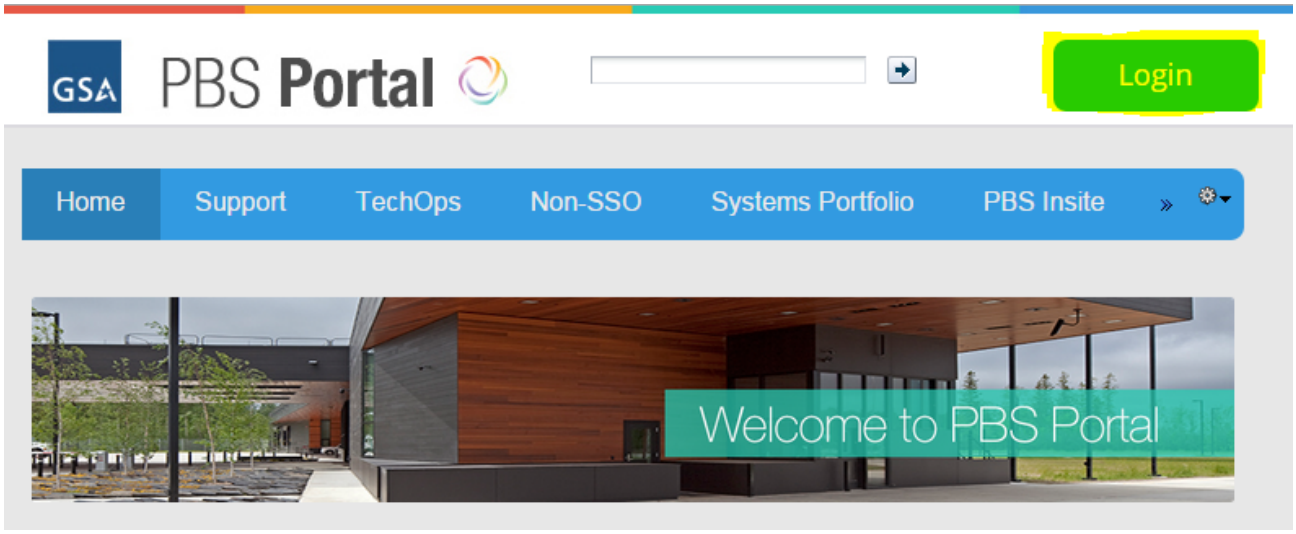
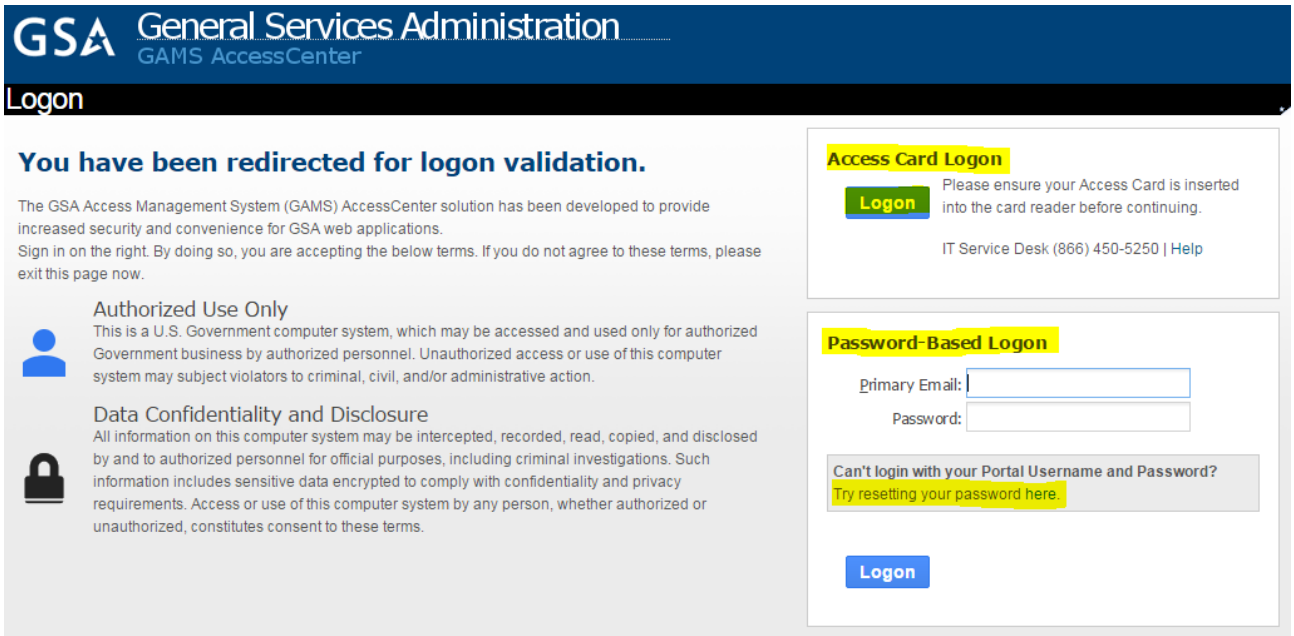
Central Facility Repository (CFR): Account Activation Process

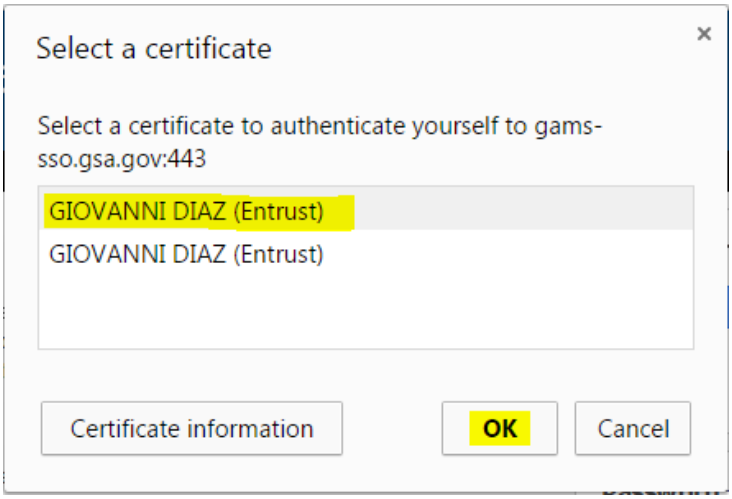
1. In the PBS Insite web-page, under Quick links, you will find the PBS Portal Link
2. Log into the PBS Portal



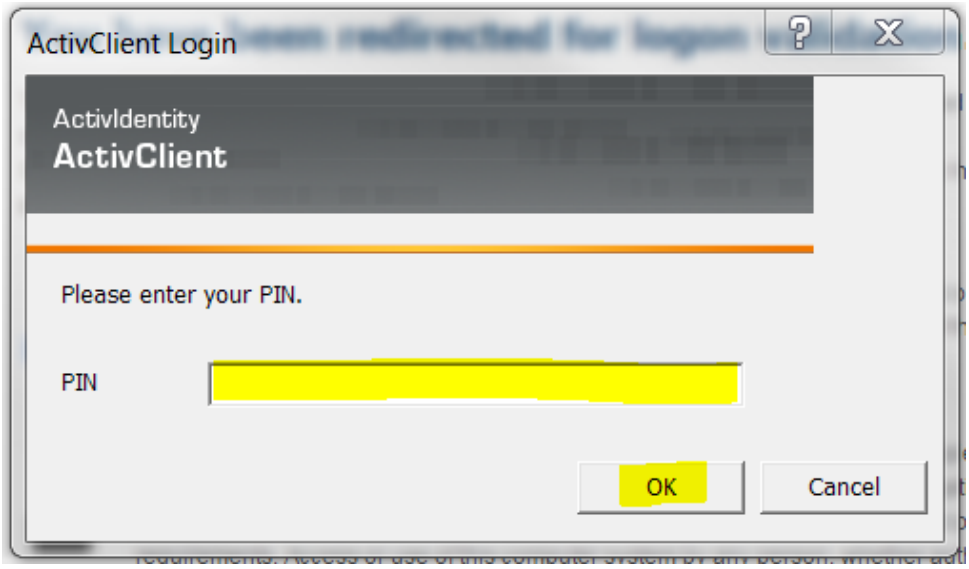
3. All users should be able to log in through Access Card Log-on. Please ensure you Access Card is inserted into the card reader before continuing. **If this logon option does not work, you will need to log on through the Password-Based Logon. If you do not know your Portal Username and Password, please follow the resetting directions.



4. Select a Certificate. You may need to try both options if one doesn't work.



5. Enter your ActivClient PIN. This is the same PIN you use to log into your computer.

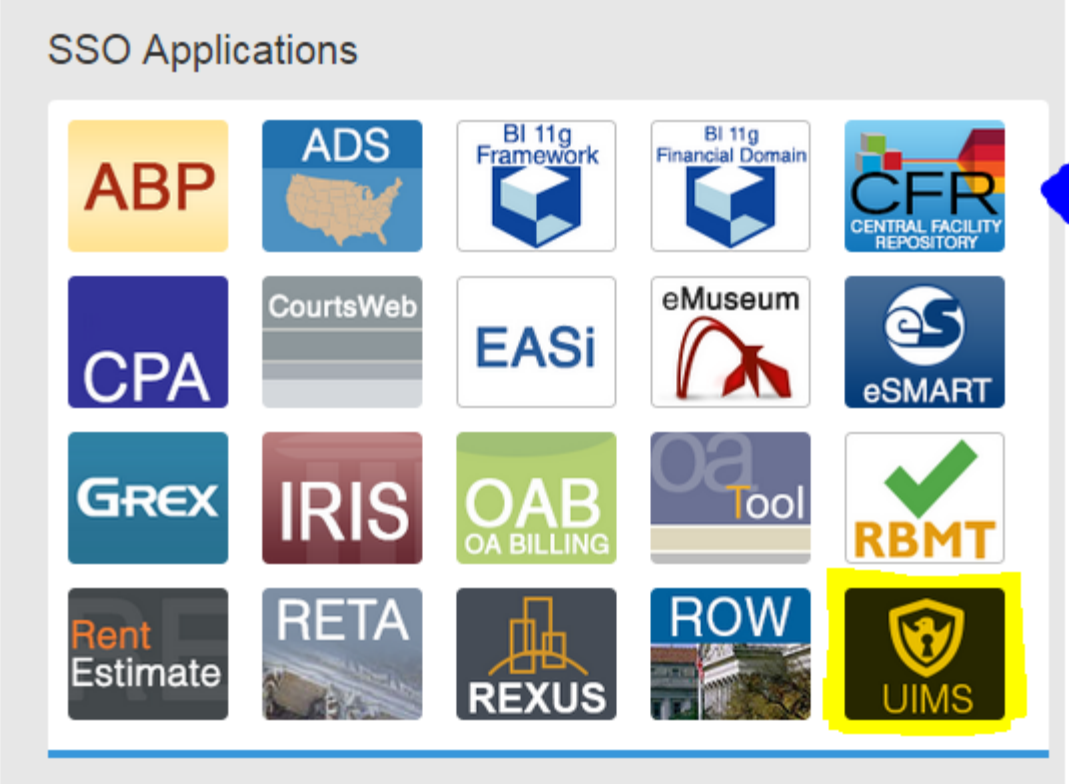


6. Go through the PBS Portal for access through the SailPoint Application. Fore more Help: SailPoint User Guide

Roles: Please **Add Role>>**

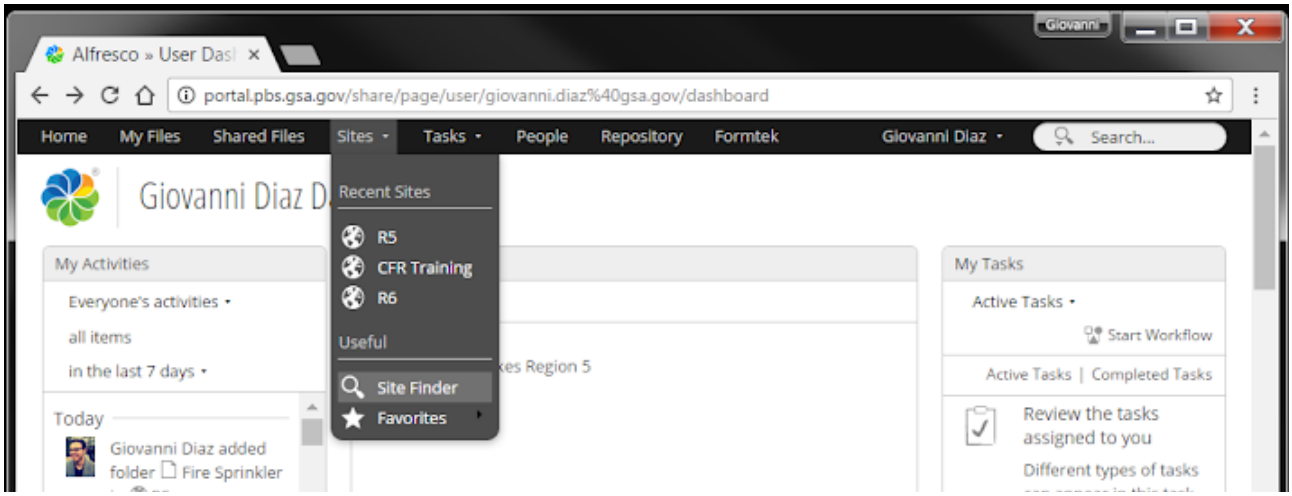
CFR_R5_USER: Provides read and write access to CFR content in region 5. Users with the USER role are able to upload and edit their own content in the PENDING folders, plus search and view all other content. The role would primarily be utilized by project managers and business-line associates who generate or update building information. This role includes all the rights of CFR_R5_READ.

7. Once approved, Go back to the PBS Portal and into CFR

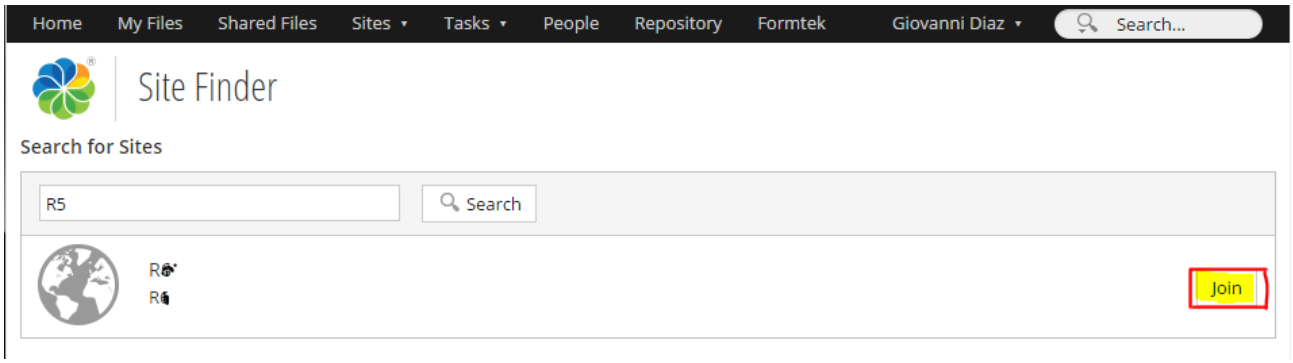


*** You will be receiving email notifications and updates from pbscfrsupport@gsa.gov. Within CFR, navigate to the **User Profile Page > Notifications** if you would like to stop receiving these messages. ***

8. In CFR, under the **Sites** tab navigate to the **Site Finder**



9. Using the **Site Finder**, search for “R5” and Click on the **Join** button


Home
My Files
Shared Files
Sites
Tasks
People
Repository
Formtek
Giovanni Diaz
Search...
Site Finder
Search for Sites
R5
Search
Join